

**INTERNSHIP REGISTRATION FORM**

**PLEASE NOTE:**

STUDENTS MUST RETURN THIS COMPLETED FORM TO THE CAREER CENTER WHEN REGISTERING FOR ACADEMIC CREDIT.  
 This form must be completed and submitted to the Career Center by the end of the first day of class during J-term and by the add/drop deadline for all other terms.

**Part A: STUDENT INFORMATION**

\_\_\_\_\_  
 Name (Print) I.D. Number Year SPO

\_\_\_\_\_  
 Major(s) Cell Phone E-mail Address

**Part B: SITE INFORMATION**

\_\_\_\_\_  
 Name of Company/Agency Site Phone

\_\_\_\_\_  
 Site Address (Street Address) City State Zip

\_\_\_\_\_  
 Site Supervisor Title

\_\_\_\_\_  
 Student's Address During Internship

**Part C: DESCRIPTION OF INTERNSHIP (Please attach a copy of a position description if available.)**

\_\_\_\_\_  
 Student Signature Date

**Part D: REGISTRATION INFORMATION – To be completed BY faculty supervisor**

- Check one:**
- For Credit (Complete A, B, & C)**
    - A. Grading Options:  Credit/No Credit (380)  
 A/F (381)
    - B. Number of Credits<sup>1</sup> \_\_\_\_\_ (minimum of 36 contact hours per credit)
    - C. Department awarding credit \_\_\_\_\_
  - Audit**
  - Noncredit/Field Experience Recognition**
  - Vocation Fellowship Program**

- Term & Year of Registration:**
- Fall 20\_\_\_\_  J-term<sup>1</sup> 20\_\_\_\_
  - Semester
  - Block 1
  - Block 2
  - Summer 20\_\_\_\_
    - Session 1
    - Session 2
  - Spring 20\_\_\_\_
    - Block 1
    - Block 2
  - Summer/Fall<sup>2</sup> 20\_\_\_\_  
 (2 credit max.)

\_\_\_\_\_  
 Faculty Supervisor Name (Print) Faculty Supervisor Signature Date

<sup>1</sup> For January Term Internships Only: Students seeking to satisfy the "J2" requirement should be reminded that the experience must be 2 credits.

<sup>2</sup> Internship credits registered through the Summer/Fall option will count toward the 36 credit hours allotted for the following year.

NOTE: An extra credit hours fee is charged for each hour in excess of 36 credit hours. Extra credit hours are determined based on the total number of credit hours a student has registered for in the academic year which includes fall, January, and spring terms.

\_\_\_\_\_  
 Career Center Signature Date Registrar Signature Date  
 WHITE COPY – REGISTRAR YELLOW COPY – CAREER CENTER PINK COPY – INTERNING STUDENT

CAREER CENTER USE ONLY: \_\_\_ LP \_\_\_ MPE \_\_\_ FE \_\_\_ SE \_\_\_ N/A